

DCDS FINANCIAL USERS NETWORKING MEETING
Meeting Minutes for August 5, 2004

Present:

Jeanette Hensler, Agriculture	Carol Wheaton, DMB/Fin. Services
Beth Ball, Attorney General	Adel Beachnau, DMB/OFM
Erica Morris, Auditor General	Cheryl Blonde, DMB/OFM
Dennis Strzalkowski, Auditor General	Brian Curran, DMB/OFM
Raj Mehta, Civil Rights	Ed Dettling, DMB/OFM
Nanette Gordon, Community Health	Rachel Green, DMB/OFM
Sue Malkin, Community Health	Patrick Hague, DMB/OFM
Lisa Smyth, Community Health	Ruth Mealy, DMB/OFM
Bidhan Redey, Corrections	Patricia Ward, DMB/OFM
Bob Holmes, Environmental Quality	Lisa Palmer, Mil. & Veterans Affairs
Jill Trepkoski, Environmental Quality	Mary Jo Letner, Natural Resources
Sally Anthony, Family Ind. Agency	Patricia Schrauben, Senate Fiscal Agy.
Colleen Curtis, Family Ind. Agency	Juanita Sarles, State
David Putman, Family Ind. Agency	Zada Schrinier, State
Sandy Theisen, Information Technology	Matt Gardner, State Police
Diane Giganti, Judicial	Suzette Walker, State Police
Barbara Powers, DMB/Fin. Services	Patrick McCarthy, Transportation
Terri Powers, DMB/Financial Services	Nicole Leipprandt, Treasury

Approval of the Agenda – Ed Dettling

The agenda was approved with no corrections or additions.

Approval of the May 6, 2004 Meeting Minutes – Ed Dettling

The minutes of the May 6, 2004 meeting were approved.

ITEMS FOR DISCUSSION

Fiscal Year End (formerly Split Pay)

The practice of split pay has been discontinued. We will charge payroll expenditures based on the pay period end dates rather than the number of days worked in a fiscal year. Chapter 15 of the FRAM will be updated to reflect this and will be issued shortly as a section of the Financial Management Guide. For the pay period ending September 25, 2004, with a pay date of October 7, 2004, 100% of payroll expenditures will post as old year including insurances. For the pay period ending October 9, 2004, with a pay date of October 21, 2004, 100% of payroll expenditures will post in the new fiscal year. Pay rate changes will take affect on October 1, 2004, as usual. Benefit rate changes begin October 10, 2004. There will be no pre-split for insurances. Coding blocks beginning October 1 will be valid in DCDS on September 26. Use caution in setting up default coding blocks during this pay period.

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Accounting for Adjustments

Ed discussed the memo sent to agencies regarding the 2003 W-2 clean up. All of the adjustments have been entered and released by OFM. We will remain more current with the HR offices on these withholdings.

Cash Offset Script (MPR-1039)

Ed reported a few agencies (DNR and DLEG) have experienced problems with this script, but it is believed to be working now. If the status code for a departed employee is not active, it will not be processed in HRMN. Bidhan has a scenario for a departed Corrections employee that he will forward to Ed for review. Ed will provide an update on these cash offsets at the December FUN meeting.

Repayment of Military Leave

Ed asked if human resources offices are aware of how they are supposed to be treating instances where an employee pays back a supplemental for which they have been overpaid. There is a step action table in HRMN. Mary Jo will forward to Ed a case from DNR.

Demonstration – Reconciling Payroll Clearing

Bidhan Redey of Corrections conducted a slide demonstration of how Corrections handles reconciling payroll clearing and offered his assistance to other agencies if they would like to set this up in their offices. He will e-mail his presentation to Adel who will forward to the FUN group.

ADDED ITEMS FOR DISCUSSION

HRMN Payroll Processing Overview Training

Ruth confirmed the training session scheduled for Tuesday, August 10, 2004, from 1:30 – 4:30 in the Capitol Commons Center, Lower Level, Conference Rooms A & B. An overview of HRMN payroll processing, a high-level understanding of the interaction between HRMN, DCDS and R*STARS, and a high-level understanding of the payroll accounting cycle will be provided. Due to the large number of registrants, the location has changed. Bidhan Redey will present his demonstration on Reconciling Payroll Clearing. Call Adel Beachnau if you wish to register.

OPEN DISCUSSION

Nothing to discuss

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FUTURE AGENDA ITEMS

E-mail Ed any items for the December meeting agenda.

NEXT MEETING

The next meeting will be Thursday, December 2, 2004 at 10:00 a.m., in the Ottawa Building, Upper Parking Level, Conference Room 3.